



**PERIS Use Case Interface File
Definition
Supplemental Specification
SPS-301-06
For
UCS-301: Employer Adjustments**



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Document Control

Document Information

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Submission Date	4/29/2013
Acceptance Date	5/6/2013

Supplemental Specification – Interface File Definition

1 Description

This document identifies the external applications that interact with PERIS in UCS-301 Employer Adjustments.

2 Input Files

2.1 Employer Adjustment File

This incoming file is submitted to Neospin™ via Upload screen by the user. The file is delimited by '~'. The file contains the following variable length records identified by the first three characters of the record:

- (1) *File Summary* – Contains information about the number of rows within the file and the Unique ID that indicates the date-time stamp of the file. The record starts with '000'.
- (2) *File Header Section* – Contains information about the file such as organization ID, and the total number of Detail records. The record starts with numeric '001'.
- (3) *Adjustment Header Section* – Contains information about the total number of Adjustment Detail records submitted in the file. The record starts with numeric '002'.
- (4) *Adjustment Detail Section* – Contains Adjustment Detail information about the employee member. The record starts with numeric '444'. The Adjustment Detail section is always preceded by the Adjustment Header section.
- (5) *Service Purchase Adjustment Detail Section* – Contains Service Purchase Adjustment Detail information about the employee member. The record starts with numeric '4444'. The Service Purchase Detail section is always preceded by the Adjustment Detail section.

2.1.1 File Layout

File Summary Section

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
1	File Summary ID		Identifies the File Header. The value should always be '000'.
2	Total Number of Detail Records		Number of Detail records in the file. Note: Can include multiple employers in a file. Total number of Detail records in the file should equal the number in this field. The PERIS application must void the file otherwise.
3	Unique ID		Unique identifier, i.e. date-time stamp of the file in yyyyymmddhhmmss format. The ID should be generated based on the following information: current date with hours, minutes and seconds, and is left justified. e.g. 20110116090434.

File Header Section

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
1	File Header ID	3	Identifies the File Header. The value should always be '001'.
2	Organization ID	4	A unique identifier given by MPERA to identify the employer.
3	Total Number of Detail Records		<p>Number of Detail records in the File Header.</p> <p>Note: Each employer has a File Header. Total number of Detail records for the employer should equal the number in this field. The PERIS application must void the file otherwise.</p>

Adjustment Header Section

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
1	Adjustment Header ID	3	Identifies the Adjustment Header section. Value should always be '002'.
2	Count	6	<p>Indicates total number of Adjustment Detail records in the Adjustment Detail section. Must be numeric only.</p> <p>NOTE: If count does not equal the total number of Adjustment Detail records, PERIS application must void the entire file.</p>
3	System	8	System associated with the Adjustment Header.
4	Total Employee Contribution		<p>Total employee contributions in the Adjustment Header.</p> <ul style="list-style-type: none"> Should equal the sum of employee contributions in the Adjustment Detail records.
5	Total Employer Contribution		<p>Total employer contributions in the Adjustment Header.</p> <ul style="list-style-type: none"> Should equal the sum of employer contributions in the Adjustment Detail records.
6	Total Pre-Tax Service Purchase Amount		<p>Total pre-tax service purchase amount in the Adjustment Header.</p> <ul style="list-style-type: none"> Should equal the sum of pre-tax service purchase amounts in the Detail records.

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
7	Total Post-Tax Service Purchase Amount		Total post-tax service purchase amount in the Adjustment Header. <ul style="list-style-type: none"> Should equal the sum of post-tax service purchase amounts in the Detail records
8	Total Earnings		Total earnings in the Adjustment Header. <ul style="list-style-type: none"> Should equal the sum of earnings in the Detail records
9	Total Hours		Total hours in the Adjustment Header. <ul style="list-style-type: none"> Should equal the sum of hours in the Detail records

Adjustment Details Section

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
1	Adjustment Detail ID	3	Identifies an Adjustment Detail record. Value should always be '444.'
2	SSN	9	Social Security Number of the employee. <ul style="list-style-type: none"> Cannot be null Must be numeric No letters or special characters allowed Should be unique in this Detail section
3	Earnings	11	Gross salary for the employee. <ul style="list-style-type: none"> Allowed 8 decimal values with 2 precision Allowed only numbers and special character (.) period e.g. 600000.50 Indicates the adjusted earnings
4	Pre-Tax Employee Contributions	9	Pre-tax portion of employee contributions. <ul style="list-style-type: none"> Allowed 6 decimal values with 2 precision Allowed only numbers and special character (.) period Indicates the adjusted pre-tax employee contributions
5	Post-Tax Employee Contributions	9	Post-tax portion of employee contributions. <ul style="list-style-type: none"> Allowed 6 decimal values with 2 precision Allowed only numbers and special character (.) period Indicates the adjusted post-tax employee contributions
6	Employer Contributions	9	Employer contributions. <ul style="list-style-type: none"> Allowed 6 decimal values with 2 precision

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
			<ul style="list-style-type: none"> Allowed only numbers and special character (.) period Indicates the adjusted employer contributions
7	Hours	7	<p>The hours worked during the pay start and end date period.</p> <ul style="list-style-type: none"> Allowed 4 decimal values with 2 precision Allowed only numbers and special character (.) period Indicates the adjusted hours worked
8	Rate	11	<p>The rate of pay the employee receives.</p> <ul style="list-style-type: none"> Allowed 8 decimal values with 2 precision Allowed only numbers and special character (.) period Indicated the adjusted rate of pay the employee receives.
9	Rate Type		<p>The Rate Type. Only the following values are allowed:</p> <ul style="list-style-type: none"> Hourly Rate Flat Rate Event Indicates the adjusted rate type
10	Job Classification		<p>Indicates the Job Classification of the employee for the reported period.</p> <ul style="list-style-type: none"> Refer to SPS-101-09 Person Account Types for valid Job Classification types <p>The Job Classification should match what is already posted in the PERIS application.</p>
11	Pay Type		<p>Indicates the Pay Type of the employee. Allowed values are:</p> <ul style="list-style-type: none"> Regular Pay 457 Overtime Comp Time Worked Comp Time Taken Holiday Worked Holiday Taken Banked Holiday Taken Sick Leave Taken Annual Leave Taken Bonus Shift Differential Kelly Days

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
			<ul style="list-style-type: none"> • Retro Pay • Adjustment • Settlement • Workers Comp • Payout of Annual Leave • Payout of Sick Leave • Payout of Comp Time • Other Paid Time • IRC 125 Plan
12	Pay Period Begin Date	8	Pay period start date of the Payroll Detail record for the employee.
13	Pay Period End Date	8	Pay period end date of the Payroll Detail record for the employee.
14	Beginning Occurrence Period	7	<p>Beginning Year/Month/Occurrence No. of the Payroll Detail record of the employee.</p> <ul style="list-style-type: none"> • Allowed 7 integer values • Allowed only numbers • Indicates the beginning payroll occurrence period • Should be in the format of YYYYMM#. Example 2004071
15	Ending Occurrence Period	7	<p>Ending Year/Month/Occurrence No. of the Payroll Detail record of the employee.</p> <ul style="list-style-type: none"> • Allowed 7 integer values • Allowed only numbers • Indicates the ending payroll occurrence period. • Should be in the format of YYYYMM#. Example 2004074

Adjustment Service Purchase Details Section

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
1	Service Purchase Detail ID	4	Identifies an Adjustment Service Purchase Detail record. Value should always be '4444'.
2	SSN	9	<p>Social Security Number of the employee.</p> <ul style="list-style-type: none"> • Cannot be null • Must be numeric • No letters or special characters allowed • Should be unique in this Detail Section
3	Pre-Tax Service Purchase Amount	9	<p>Employee service purchase contributions.</p> <ul style="list-style-type: none"> • Allowed 6 decimal values with 2

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
			precision <ul style="list-style-type: none"> Allowed only numbers and special character (.) period Can be null Indicates the adjusted pre-tax service purchase amount
4	Post-Tax Service Purchase Amount	9	Employee service purchase contributions. <ul style="list-style-type: none"> Allowed 6 decimal values with 2 precision Allowed only numbers and special character (.) period Can be null Indicates the adjusted post-tax service purchase amount.
5	Service Purchase Type		Indicates the type of service purchase. <ul style="list-style-type: none"> 025 Refund 045 Industrial Accident/Work Comp 026 Military or Reserve 046 Retro Coordination 040 1-for-5 047 Refund Coordination 041 Retroactive 048 Active Account Coordination 042 Other Public Service 049 TRD on Account Coordination 043 Elected Official 050 TRD Refund Coordination 044 Legislator The type of service purchase should match what is already posted in PERIS.

2.1.2 File Properties

NAME	DESCRIPTION
File Type	Inbound
Root Directory	N/A
Mailbox Subdirectory	N/A
Staging Subdirectory	Staging
Process Subdirectory	Processed
Error Subdirectory	Error
Layout File	N/A
File Delimiter	~
Email Notification	Yes
Nightly Batch Run	Yes
Name of the File	Can have any name. It should be .csv file

2.1.3 File Validations

The file must execute validations based on the fields defined in File Layout 2.1.1.

3 Notes

NOTE

- Systems
 - PERS – Public Employees
 - SRS – Sheriffs
 - GWPORS – Game Wardens and Peace Officers
 - JRS - Judges'
 - HPORS – High Patrol Officers
 - MPORS – Municipal Police Officers
 - FURS – Firefighters Unified
 - 457 – 457 Deferred Comp
 - VFCA – Volunteer Firefighters